

**CITY OF SANTA CLARA
CIVIL SERVICE COMMISSION
SUMMARY OF MINUTES**

July 14, 2008 – 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California

Present: Chairperson Beverly Silva, Commissioners Steve Chan, Fran Palacio and Kim Kristalyn; Tina Murphy, Assistant Director of Human Resources, and Sheila Ivers, Recording Secretary.

Absent: Commissioner Mohammed Nadeem

Recommendations for Council Action:

- A) **APPROVE** the modification of the job specification for Traffic Foreman/Forewoman
- B) **APPROVE** the modification of the job specification for Electric Meter Technician
- C) **APPROVE** the modification of the job specifications for Assistant Planner I, Assistant Planner II, Associate Planner and Senior Planner

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Silva called the meeting to order at 7:00 p.m., and led the group in the Pledge of Allegiance.

B. MINUTES of May 12, 2008 Civil Service Commission meeting

MOTION by Commissioner Chan, seconded by Commissioner Palacio, to **APPROVE** the minutes of the May 12, 2008 Civil Service Commission meeting.

MOTION carried 3-0, with one abstention by Chairperson Silva, as she was not in attendance at that meeting.

C. CHANGE OF STATUS REPORT for May and June, 2008

D. CURRENT RECRUITMENT ACTIVITY REPORT for May and June, 2008

E. EXAMINATION REPORTS for May and June, 2008

MOTION by Commissioner Chan, seconded by Commissioner Palacio, to **NOTE AND FILE** Items I-C, I-D, and I-E. **MOTION** carried 4-0.

Civil Service Commission Summary of Minutes-July 14, 2008 (Continued)

II. UNFINISHED BUSINESS - None

III. NEW BUSINESS

- A. CONSIDER REQUEST to Extend Employee Probationary Period
MOTION by Commissioner Chan, seconded by Commissioner Palacio, to
APPROVE the extension of the probationary period for Ms. Rashmi
Ramachandra to October 22, 2008, equivalent to the amount of time that
she will be on a Personal Leave of Absence.
MOTION carried 4-0.
- B. CONSIDER REQUEST to Extend Eligible List for Electric and Water
System Operator
MOTION by Commissioner Kristalyn, seconded by Commissioner
Chan, to APPROVE the extension of the eligible list for Electric and
Water System Operator one full year to August 21, 2009.
MOTION carried 4-0.
- C. CONSIDER REQUEST to Extend Eligible List for Maintenance Worker I
MOTION by Commissioner Kristalyn, seconded by Commissioner
Chan, to APPROVE the extension of the eligible list for Maintenance
Worker I by six months to April 1, 2009.
MOTION carried 4-0.
- D. CONSIDER REQUEST to Establish Recruitment Type and Examination
Weighting for Senior Water Utility Engineer
MOTION by Commissioner Palacio, seconded by Commissioner
Kristalyn, to establish the recruitment type for Senior Water Utility
Engineer as Open/Promotional, and the examination weighting as 100%
oral examination.
MOTION carried 4-0.
- E. CONSIDER REQUEST to Modify Job Specification and Examination
Weighting for Traffic Foreman/Forewoman
MOTION by Commissioner Chan, seconded by Commissioner
Kristalyn, to APPROVE the modification of the job specification for
Traffic Foreman/Forewoman, and change of examination weighting
from 50% written and 50% oral to 50% performance and 50% oral
examination.
MOTION carried 4-0.
- F. CONSIDER REQUEST to Modify Job Specification for Electric Meter
Technician
MOTION by Commissioner Palacio, seconded by Commissioner

Civil Service Commission Summary of Minutes-July 14, 2008 (Continued)

Kristalyn, to **APPROVE** the modification of the job specification for Electric Meter Technician.
MOTION carried 4-0.

- G.. **CONSIDER REQUEST** to Modify Job Specifications for Assistant Planner I, Assistant Planner II, Associate Planner and Senior Planner, and Modify Examination Weighting for Assistant Planner I and Senior Planner, and Recruitment Type for Assistant Planner II and Associate Planner
MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, to **APPROVE** the modification of the job specifications for Assistant Planner I, Assistant Planner II, Associate Planner and Senior Planner, approve the modification of the examination weighting plan for Assistant Planner I from 100% written examination to 50% written examination and 50% oral examination, for Senior Planner from 50% oral and 50% written examination to 100% oral examination, and approve the modification of the recruitment type for Assistant Planner II and Associate Planner from Closed/Promotional to Open/Promotional.
MOTION carried 4-0.

IV. INFORMATIONAL ITEMS -

Ms. Murphy addressed the Commission regarding AB 1234, a California law which requires City officials to attend a mandatory ethics training every two years, and which includes the board and commission members for the City of Santa Clara. The ethics training has been scheduled for Thursday, September 18th from 5:30-7:30 p.m. in the City Council Chambers. Ms. Murphy handed out detailed information on the training to the Commissioners.

Ms. Murphy also mentioned that the Election of Officers for 2008-2009 will take place at the September meeting of the Civil Service Commission.

V. ORAL COMMUNICATIONS -

Commissioner Chan noted that the Change of Status Report stated that Ms. Murphy has been promoted to Assistant Director of Human Resources from Acting Assistant Director. She was warmly congratulated on her promotion.

VI. ADJOURNMENT

MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, to **adjourn the meeting at 7:26 p.m. until the next regular Civil Service Commission meeting at 7:00 p.m. on Monday, September 8, 2008.**
MOTION carried 4-0.

CITY OF SANTA CLARA, CALIFORNIA
TRAFFIC FOREMAN/FOREWOMAN
(850)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Graduation from high school or possession of a GED and;
- Five (5) years of increasingly responsible experience involving the operation of street maintenance equipment, spray painting equipment, and the installation of pavement marking materials, at least two (2) years of which shall have included Traffic and Maintenance Division tasks.

Desirable Qualifications:

- Additional responsible supervisory or management experience, or courses in business management or public administration are desirable.
- At least one year of experience as a Street Maintenance Worker IV for the City of Santa Clara Street Department is desirable.
- Courses and training classes in traffic safety and control, traffic signage and marking, and traffic maintenance tasks are desirable.

LICENSES

- Possession of a valid California Class C Driver's License is required at time of application and for duration of employment.
- Possession of an International Municipal Signal Association (IMSA) Signs & Marking Certification is required by the end of the probationary period.

DISTINGUISHING CHARACTERISTICS

This is a front-line supervisory position in the Classified Service responsible for supervising street maintenance workers performing traffic maintenance activities. An incumbent in this class manages, controls, and directs employees assigned by economically deploying personnel and using appropriate tools and equipment commensurate with the difficulty or magnitude of the task at hand. An incumbent in this class exercises independent judgment and discretion not of a routine or clerical nature. An incumbent in this class may assist in the administration of the Traffic Maintenance Division annual budget and contractual services related to the division.

TYPICAL DUTIES

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general supervision:

- Plans, organizes, coordinates, supervises and participates in the activities of crews engaged in the maintenance, design, production, installation, construction and layout of the City's traffic control improvements including, but not limited to, street traffic control signs, directional and/or

TRAFFIC FOREMAN/FOREWOMAN (continued)

informational signs, long line and short line striping of streets, raised pavement markers, messages, curb painting and parking lots;

- Inspects work in progress to insure conformance with instructions; requisitions and assigns necessary supplies and materials;
- Maintains time and material records;
- Prepares daily activity reports, and logs into computer; uses computer for data entry and report generation of records or maintenance;
- Trains and instructs subordinates in maintenance techniques and safety practices, investigates and resolves service complaints and processes service requests;
- Plans, organizes, coordinates, supervises, and participates in the activities of crews of workers who measure and lay out on the pavement such traffic markings as speeds, slow or stop, centerlines and painted channelization.
- Evaluates the performance of assigned subordinate personnel;
- Resolves employee grievances;
- Supervises the operation of a line striping machine, sign face applicator, and trucks;
- Supervises the laying out, fabrication, silk screening, installing and maintenance of all regulatory, guide, warning, and construction signs, and supervises the installation of fences, barricades and guard rails;
- Assists in the preparation of the annual departmental operating budget;
- Performs other related duties as required.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Traffic control construction/maintenance methods, equipment, terminology and principals of traffic engineering including the Manual on Uniform Traffic Control;
- Supervisory practices and procedures;
- Environmental and safety practices, procedures and standards.

Ability to:

- Communicate effectively both orally and in writing;
- Read and work from blueprints, plans and sketches;
- Establish and maintain cooperative working relationships with those contacted in the course of work, including fellow employees and the general public;
- Work in a team-based environment and achieve common goals;
- Effectively lead a team of employees;
- Supervise, coach, counsel, and evaluate subordinates;
- Make arithmetic calculations for determining material needed and other measures;
- Compute time and material forms and records;
- Effectively handle multiple priorities, organize workload and meet strict deadlines;
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties;
- Operate standard office equipment such as telephones, facsimile, and computers.

SUPERVISION RECEIVED

Works under the general supervision of the Street/Storm Maintenance Superintendent or other supervisor assigned.

TRAFFIC FOREMAN/FOREWOMAN (continued)

SUPERVISION EXERCISED

Supervises Street Maintenance Worker IV, Street Maintenance Worker III, Street Maintenance Worker I/II, and other assigned personnel. May train or assist in the training of personnel as assigned.

SPECIAL CONDITIONS

- May be required to work odd or unusual hours in scheduled and/or emergency situations.
- Incumbents with a Class A or B Commercial Drivers license may be subject to drug and/or alcohol testing as mandated by federal regulations.
- Must be able to perform all of the essential functions of the job assignment.

CITY OF SANTA CLARA, CALIFORNIA
ELECTRIC METER TECHNICIAN
(426)

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a G.E.D.; and
- One (1) year of experience as a journey level electrical worker and/or completion of a formal thirty-six (36) month Electric Meter Technician apprenticeship program.

LICENSE

Possession of a valid California Class C driver's license is required at time of application and for duration of employment.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are responsible for the testing, maintenance, repair and installation of the City of Santa Clara's electric revenue and power quality metering equipment, including equipment history documentation and communication for remote access.

TYPICAL DUTIES

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general supervision:

- Performs shop and field tests;
- Repairs, rebuilds, installs, and wires all styles of electricity meters and metering equipment, including transformer rated meters, pulse relays, and recorders;
- Troubleshoots complex metering schemes;
- Performs routine field checks of complex industrial meters to insure proper operation;
- Determines types of meters and related material necessary to accurately record electrical energy consumption;
- Investigates power quality complaints;
- Creates reports and assists Engineers and Supervisors with data interpretation utilizing various power quality analyzers and associated software packages.
- Performs load surveys;
- Makes minor instrument repairs and calibrations;
- Maintains electricity meter and departmental instrument histories;
- Receives and issues electricity meters and related material;
- Maintains accurate inventory records;
- Operates computers for shop work, field testing, and interrogation of metering installations;
- Builds and installs metering programs utilizing various metering software packages;
- Troubleshoots metering communication issues; and
- Performs other related duties as assigned.

ELECTRIC METER TECHNICIAN (continued)

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Various electricity meters and metering software packages, their operation, and the methods and equipment used in their testing and repair;
- Various Power Quality analyzers and associated software, their operation and methods of installation and data retrieval;
- Correct English usage, including spelling, grammar, punctuation and vocabulary; and
- Environmental and safety practices, procedures and standards.

Ability to:

- Perform minor electrical work efficiently and safely;
- Keep and maintain accurate time, materials, and preventative maintenance history records;
- Perform basic mathematical calculations;
- Use a personal computer and use standard word processing, spreadsheet and database software programs;
- Communicate clearly and effectively, both orally and in writing;
- Understand and follow oral and written directions;
- Deal tactfully and courteously with others;
- Establish and maintain cooperative working relationship with those contacted in the course of work, including the general public;
- Walk or stand for extended periods of time and bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines;
- Work in a team-based environment and achieve common goals;
- Maintain calm, composed, and professional performance regardless of the situation; adapt easily and respond quickly, stay focused and remember details;
- Walk or stand for extended periods of time and bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties; and
- Ability to lift 75 pounds of static weight.

SUPERVISION RECEIVED

Works under the general supervision of the Senior Electric Meter Technician, Field Foreperson, Division Manager or other supervisor as assigned.

SUPERVISION EXERCISED

Supervises Electric Maintenance Workers, Apprentice Electric Meter Technicians, Electric Helpers or others as assigned.

SPECIAL CONDITIONS

- Applicants must possess normal color vision at time of appointment.
- Manual dexterity is required for this position.
- Incumbents in this classification may be required to work shifts, weekends, and odd and unusual hours in the performance of duties and emergency situations; .
- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- Must be able to perform all the essential functions of the job assignment.

CITY OF SANTA CLARA, CALIFORNIA
ASSISTANT PLANNER I
(232)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Education equivalent to graduation from an accredited college or university with an Associates Degree in city planning, environmental studies, geography, architecture, public administration, or a closely related field; and
- Six (6) months of public or private sector planning experience.

Possible Substitutions:

- One (1) year of additional planning experience may be substituted for up to one year of the required education.

Desirable Qualifications:

- Computer proficiency in Microsoft Word, Excel and data tracking/mapping programs such as Tidemark

LICENSE

Possession of a valid California Class C driver's license is required at the time of application and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

This is an entry-level classification in the professional Planner series. Responsibilities include making decisions and acting, within general guidelines, in the role of a project planner, as well as demonstrating good diplomatic skills in dealing with the general public and staff. This classification is distinguished from the Assistant Planner II by the performance of the less complex, more routine professional tasks and duties assigned to positions within this series.

TYPICAL DUTIES

This position may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general supervision:

- Assists the City Planner in the administration of subdivision and land use regulations;
- Assists developers in filing applications for land use review, including mapping and compiling data, General Plan, zoning, subdivision, variances, use permits, and environmental review;
- Distributes applications to agencies and individuals concerned with proposed developments;
- Makes field inspections;
- Prepares graphics, public notices and distribution lists for public hearings and/or meetings;
- Reviews and compares plan sets for consistency;

- Provides support to the Permit Center, cooperates with property owners, project developers, public officials, and consultants in review of plans for development;
- Develops special studies and general reports;
- May represent the City at Planning advisory committees, other committees and agencies as directed;
- Maintains planning data using various computer software programs, such as computer mapping and database systems;
- Responds to public inquiries;
- Conducts architectural review;
- Conducts related work as required such as developing reports, making presentations and utilizing computer mapping and database systems; and
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of urban and regional planning;
- Pertinent Federal, State and local laws and regulations, including those relating to planning, zoning, land use and the environment;
- Research methods and techniques, including statistics;
- Environmental and safety practices, procedures and standards;
- Correct English usage, including spelling, grammar, and punctuation.

Ability to:

- Communicate clearly and effectively, both orally and in writing
- Prepare written and oral presentation materials for committees and/or commissions
- Understand and follow oral and written instructions
- Spell correctly and use proper English grammar
- Use initiative and sound independent judgment within established guidelines
- Implement and improve methods and procedures
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public
- Deal tactfully and courteously with others
- Respond appropriately to conflicts and/or complaints
- Communicate and work effectively with irate or difficult members of the general public
- Work in a team-based environment and achieve common goals
- Research, interpret, apply and explain established laws, rules, policies and procedures related to planning
- Conduct field studies; evaluate site in context of project
- Research, analyze and investigate work related issues
- Understand the relationship of General Plan to other regulations
- Administer architectural review process
- Prepare graphics such as those necessary for public review of land use proposals
- Review and analyze proposals submitted as to technical compliance and workability
- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the supervision of the City Planner or other supervisor, as assigned.

SUPERVISION EXERCISED

May assist in training of administrative support staff,, technical assistants, and as-needed staff.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

CITY OF SANTA CLARA, CALIFORNIA
ASSISTANT PLANNER II
(231)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Education equivalent to graduation from an accredited college or university with a bachelor's degree in city planning, environmental studies, geography, architecture, public administration or a closely related field, and;
- One (1) year of public or private sector planning experience.

Desirable Qualifications:

- Computer proficiency in Microsoft Word, Excel, Geographic Information Systems (GIS) and data tracking/mapping programs such as Tidemark is highly desirable.

LICENSE

Possession of a valid California Class C driver's license is required at the time of application and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

This is a professional position in the classified service. Incumbents in this classification represent the City before the public on land use matters. Responsibilities include making decisions and acting independently, within general guidelines, in the role of a project planner, as well as demonstrating good diplomatic skills in dealing with the public and staff. This position differs from the Assistant Planner I classification in that incumbents in this class work more independently and are responsible for more complex tasks and projects associated with land use matters.

TYPICAL DUTIES

This position may not include all the duties listed below, nor do the examples cover all duties which may be performed.

Under general supervision:

- Assists the City Planner in the administration of subdivision and land use regulations
- Assists developers in filing applications for land use review, including mapping and compiling data, General Plan, zoning, subdivision, variances, use permits, environmental review, and design review
- Distributes applications to agencies and individuals concerned with proposed developments
- Makes field inspections
- Provides support to the Permit Center, cooperates with property owners, project developers, public officials, and consultants in review of plans for development
- Acts as project manager for selected Planning applications
- Conducts architectural review, and develops special studies

ASSISTANT PLANNER II (Continued)

- Maintains planning data using various computer software programs, such as computer mapping and database systems
- Prepares graphics, public notices and distribution lists for public hearings and/or meetings;
- Reviews and compares plan sets for consistency;
- Responds to public inquiries
- Develops special studies and general reports
- May represent the City at Planning advisory committees, other committees and agencies
- Develops reports and makes written and oral presentations to staff, project developers and the general public
- May assist in the training and limited supervision of others in the Division; and
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, methods and procedures of urban and regional planning
- Pertinent Federal, State and local laws and regulations including those relating to planning, zoning, land use and the environment
- Environmental and safety practices, procedures and standards
- Research methods and techniques, including statistics
- Correct English usage, including spelling, grammar, and punctuation.

Ability

- Communicate clearly and effectively, both orally and in writing
- Prepare written and oral presentation materials for committees and/or commissions
- Understand and follow oral and written instructions
- Spell correctly and use proper English grammar
- Work independently, quickly and efficiently
- Use initiative and sound independent judgment and make recommendations within established guidelines
- Implement and improve methods and procedures;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public
- Deal tactfully and courteously with others
- Respond appropriately to conflicts and/or complaints
- Research, analyze and investigate work related issues
- Research, interpret, apply and explain established laws, rules, policies and procedures related to planning
- Conduct field studies; evaluate site in context of project
- Understand the relationship of General Plan to other regulations
- Administer architectural review process
- Prepare graphics, maps, and charts necessary for public review of land use proposals
- Review, analyze and evaluate proposals submitted for technical compliance and workability and respond accordingly to applicants
- Provide excellent customer service to the public, other governmental agencies, and City staff
- Communicate and work effectively with irate or difficult members of the general public

ASSISTANT PLANNER II (Continued)

- Work in a team-based environment and achieve common goals
- Organize material and data
- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the supervision of the City Planner or other supervisor, as assigned.

SUPERVISION EXERCISED

May supervise and assist in training of administrative support staff, technical assistants, and other staff as assigned.

OTHER REQUIREMENTS

Must be able to perform all the essential functions of the job assignments.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

CITY OF SANTA CLARA, CALIFORNIA
ASSOCIATE PLANNER
(240)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Education and experience equivalent to graduation from an accredited college or university with a masters degree in urban or regional planning, and;
- Two (2) years of professional municipal planning experience

Possible Substitutions:

- Successful completion of the probationary period as an Assistant Planner II with the City of Santa Clara may be substituted for the required two years experience.

Desirable Qualifications:

- Computer proficiency in Microsoft Word, Excel, Geographic Information Systems (GIS), permit tracking and data tracking/mapping programs such as Tidemark is highly desirable.
- Depending on position assignment, experience in a particular specialty such as current planning, advanced or long-range planning, CEQA, and/or GIS mapping, or database development is desirable.
- Planning experience in a lead or supervisory capacity is desirable.

LICENSE

Possession of a valid California Class C driver's license is required at the time of application and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

The Associate Planner is the journey level classification in the professional Planner series. An incumbent in this classification is responsible for performing routine to complex planning duties in the administration of land use regulations, the City's General Plan, environmental review, and design review. Depending on area of expertise, an Associate Planner may be primarily assigned to one or more of the following specialties: current planning, advanced or long-range planning, architectural review, transportation planning, Geographic Information Systems (GIS) mapping, or database development. The Associate Planner is distinguished from the Assistant Planner classifications by the performance of the full range of professional planning duties with greater complexity of assignments and a greater degree of independence with which the incumbent operates.

TYPICAL DUTIES

This position may not include all the duties listed below, nor do the examples cover all duties which may be performed.

Under direction:

ASSOCIATE PLANNER (continued)

- Reviews development proposals and works with developers to reach agreement on acceptable site plans;
- Reviews building plans, parcel maps, and subdivision proposals for conformance with appropriate regulations;
- Provides support at the Permit Center, reviewing proposed land use permit applications to ensure issuance of zone clearance;
- Confers with, advises, and serves as liaison to project applicants, City staff, and the general public regarding Planning Division projects, policies, and goals and policies;
- Acts as a project manager for selected planning applications, including those pertaining to Geographic Information Systems (GIS) and permit tracking;
- Researches, analyzes, and interprets social, economic, population, and land use data and trends;
- Prepares technical planning reports, presentations, recommendations, and graphic displays involving research, field inspections, and analysis;
- Assists in the training and technical and functional supervision planning staff;
- May represent the Planning Division and make presentations at various planning committees and regional meetings;
- Perform field inspections and related field work;
- Provides support to the Permit Center, cooperates with property owners, project developers, public officials, and consultants in review of plans for development;
- Conducts routine and/or complex architectural review;
- Maintains planning data using various software programs;
- Performs professional level work in the field of current or advanced planning, redevelopment, zoning and design review;
- Gathers or maintains demographic data or other related statistics;
- Compiles information and makes recommendations on special studies;
- May perform zoning enforcement duties;
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of urban and regional planning;
- Pertinent Federal, State and local laws and regulations, including those relating to planning, zoning, land use, safety and the environment;
- The relationship of land use planning to transportation, housing and other aspects of community development;
- Methods of citizen participation in planning;
- Computer hardware and software, including word processing, spreadsheet, and database programs and planning industry software pertaining to assigned area of responsibility such as Geographic Information System (GIS) and permit tracking;
- Research methods and techniques, including statistics;
- Correct English usage, including spelling, grammar, punctuation and vocabulary;
- Basic supervisory principles and practices; and
- Environmental and safety practices, procedures and standards.

Ability to:

ASSOCIATE PLANNER (continued)

- Use standard word processing, spreadsheet and database software programs, such as Word, Excel, and Tidemark;
- Communicate clearly and effectively, both orally and in writing;
- Respond verbally and in writing to applicants and the general public;
- Prepare complex and comprehensive written and oral presentations and reports for committees and/or commissions;
- Understand and follow complex oral and written instructions;
- Spell correctly and use proper English grammar;
- Work independently, quickly and efficiently;
- Evaluate situations, identify problems, make logical decisions and follow through on resolution;
- Use initiative and sound independent judgment and make recommendations within established guidelines;
- Implement and improve methods and procedures;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines;
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public;
- Deal tactfully and courteously with others;
- Respond appropriately to conflicts/complaints/management escalations from other City departments and the general public;
- Communicate and work effectively with irate or difficult members of the general public;
- Listen to general public's problems and make appropriate recommendations to help resolve planning issues;
- Work in a team-based environment and achieve common goals;
- Research, interpret, apply and explain established laws, rules, policies and procedures related to planning;
- Conduct field studies; evaluate site in context of project;
- Research, analyze and investigate work related issues and make appropriate recommendations;
- Understand the relationship of General Plan to other regulations;
- Administer architectural review process;
- Conduct and negotiate real estate or development agreements;
- Review, analyze and evaluate proposals submitted as to technical compliance and workability;
- Interpret economic, sociological and statistical data applied to land use, transportation, communications and public utility systems;
- Supervise and assist in training of office support staff, technical assistants and other employees;
- Lead or influence others positively to achieve desired results;
- Organize materials and data;
- Prepare graphics, maps, and charts necessary for public review of land use proposals;
- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the direction of the City Planner or other supervisor, as assigned.

ASSOCIATE PLANNER (continued)

SUPERVISION EXERCISED

Supervises and assists in the training of Assistant Planner I & II, administrative support staff, and as-needed staff as assigned

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

CITY OF SANTA CLARA
SENIOR PLANNER
(765)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Education equivalent to graduation from an accredited college or university with a masters degree in urban or regional planning, and;
- Three (3) years of professional municipal planning experience.

Possible Substitutions

- Two (2) years professional planning experience as an Associate Planner with the City of Santa Clara may be substituted for the required three years experience.

Desirable Qualifications:

- Computer proficiency in Microsoft Word, Excel, Geographic Information Systems (GIS), permit tracking and data tracking/mapping programs is highly desirable.
- Depending on position assignment, experience in a particular specialty such as current planning, advanced or long-range planning, CEQA, and/or GIS mapping, or database development is desirable.
- Planning experience in a lead or supervisory capacity is highly desirable.

LICENSE

Possession of a valid California Class C driver's license is required at the time of application and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

The Senior Planner is the advanced journey level classification in the professional Planner series. An incumbent in this classification is responsible for performing complex planning duties in the administration of land use regulations, the City's General Plan, environmental review, and design review. Depending on area of expertise, a Senior Planner may be primarily assigned to one or more of the following specialties: current planning, advanced or long-range planning, architectural review, transportation planning, Geographic Information Systems (GIS) mapping, or database development. The Senior Planner is distinguished from the Associate Planner classifications even though they perform the same or similar duties by the performance of lead supervisory responsibilities in the absence of, or at the direction of, the City Planner

TYPICAL DUTIES

This position may not include all the duties listed below, nor do the examples cover all duties which may be performed.

Under general direction:

- Responsible for advance planning, current planning and/or special projects.

SENIOR PLANNER (Continued)

- Gathers, analyzes and presents data in the form of written, graphic, or oral reports for use before boards, commissions, and public hearings;
- Acts as a project manager for selected planning projects, including the preparation, supervision, and participation in planning projects;
- Prepares statistical findings, technical planning reports, presentations, recommendations, and graphic displays involving research, field inspections and analysis;
- Acts as technical advisor to the Permit Center and other Planning staff to solve difficult assignments and objectives, techniques of executions, and findings
- Assists in the review of the City's Comprehensive General Plan and preparation of new ordinances;
- Assists in the coordination of redevelopment plans with the General Plan;
- Performs research, planning, and technical analysis for complex planning projects and prepares reports including recommendations;
- Maintains planning data using various computer software programs, such as computer mapping and database systems;
- Performs field inspections and related work;
- Provides support to the Permit Center, cooperates with property owners, project developers, public officials, and consultants in review of plans for development;
- Conducts architectural review;
- Plans, schedules, and participates in meetings of various civic, business, and community organizations;
- May represent the City at planning advisory committees, Architectural Control Committee, Historical and Landmarks Commission, and other committees and agencies as needed;
- Provides technical and functional supervision and training to Planning staff;
- Performs zoning enforcement duties; and
- Performs related work as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of urban and regional planning;
- Pertinent Federal, State and local laws and regulations, including those relating to planning, zoning, land use, safety and the environment;
- The relationship of land use planning to transportation, housing and other aspects of community development;
- Methods of citizen participation in planning;
- Computer hardware and software, including word processing, spreadsheet, and database programs and planning industry software pertaining to assigned area of responsibility such as Geographic Information System (GIS) and permit tracking;
- Research methods and techniques, including statistics;
- Correct English usage, including spelling, grammar, punctuation and vocabulary;
- Supervisory principles and practices; and
- Environmental and safety practices, procedures and standards.

Ability to:

- Use standard word processing, spreadsheet and database software programs, such as Word,

SENIOR PLANNER (Continued)

- Excel, and Tidemark;
- Communicate clearly and effectively, both orally and in writing;
- Respond verbally and in writing to applicants and the general public;
- Prepare complex and comprehensive formal written and oral presentations and reports for committees and/or commissions;
- Understand and follow complex oral and written instructions;
- Spell correctly and use proper English grammar;
- Work independently, quickly and efficiently;
- Lead or influence others positively to achieve desired results;
- Evaluate situations, identify problems, make logical decisions and follow through on resolution;
- Use initiative and sound independent judgment and make recommendations within established guidelines;
- Implement and improve methods and procedures;
- Effectively handle multiple priorities, organize workload, and meet strict deadlines;
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public;
- Deal tactfully and courteously with others;
- Respond appropriately to conflicts/complaints/management escalations from other City departments and the general public;
- Communicate and work effectively with irate or difficult members of the general public;
- Listen to general public's problems and make appropriate recommendations to help resolve planning issues;
- Work in a team-based environment and achieve common goals;
- Research, interpret, apply and explain established laws, rules, policies and procedures related to planning;
- Conduct field studies; evaluate site in context of project;
- Research, analyze and investigate work related issues and make appropriate recommendations;
- Understand the relationship of General Plan to other regulations;
- Administer architectural review process;
- Conduct and negotiate real estate or development agreements;
- Review, analyze and evaluate proposals submitted as to technical compliance and workability;
- Interpret economic, sociological and statistical data applied to land use, transportation, communications and public utility systems;
- Organize materials and data;
- Prepare graphics, maps, and charts necessary for public review of land use proposals;
- Supervise and assist in training of Planning staff, office support staff, technical assistants and other employees; and
- Bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under general direction of the City Planner.

SUPERVISION EXERCISED

SENIOR PLANNER (Continued)

Supervises and trains professional planners, technical assistants, administrative support staff and as-needed staff.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job assignment.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.